



**City of Freeport
WORKSHOP**

6:00 p.m./Council Chambers/Freeport City Hall
March 7, 2018

I. Meeting Opened

The March 7, 2019 Council Workshop was called to order at 6:00 p.m. by Mayor Russ Barley. The meeting was held in City Council Chambers of Freeport City Hall.

Council Members present: Mayor Russ Barley, Councilwoman Elizabeth Brannon, Councilman Eddie Farris, Councilwoman Amanda Green, Councilwoman Elizabeth Haffner and Councilman William “Boots” McCormick

Staff present: City Clerk Rebecca Podraza, Assistant Clerk Lori Cox, City Attorney Clay Adkinson, and City Planner Latilda Hughes-Neel, Parks Director Charlie Simmons, Water Supervisor Larry Tuggle, Utility Billing Manager Debbie Roberts, Sewer Supervisor Robert Fawcett, Lead Sewer Operator Bridget Hilgenberg, and Finance Officer Sara Bowers

II. Invocation and Pledge of Allegiance

The invocation was given by Councilman Farris, followed by the Pledge of Allegiance to the American Flag.

III. Human Resources

- A. Clerk Podraza presented the Evaluation forms and the Evaluation Determination Table below. The forms will be on the next Council Meeting Agenda on March 12, 2019 for approval. The forms and Determination Table have been approved by the Labor Attorney, Coppins Monroe. Council discussion ensued regarding the Merit Raise increases and COLA increases.

Letter Grade	Points Value	%	Description	Merit/Disciplinary Action
A	50-55	90%+	Excellent	3% merit raise
B	44-49	80% - 89%	Very Good	2% merit raise
C	39-43	71%-79%	Good	1% merit raise
D	28-38	51%-70%	Average	No merit / disciplinary action
E	17-27	31%-50%	Poor	Probation / Performance Improvement Plan
F	0-16	<31%	Unsatisfactory	Transfer / dismissal

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office at 850-835-2822 by 5:00 p.m. on the day prior to the meeting.

No verbatim record by a certified court reporter is made of these proceedings. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at these proceedings upon which any appeal is to be based (see Section 286.0105, Florida Statutes).



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- B. Clerk Podraza presented the Performance Improvement Plan (PIP) form. The PIP would be used in the event an employee is ranked poorly in their evaluation.
- C. Draft Job Descriptions provided by Quest Consulting were presented for discussion. The Job Descriptions were developed by Paula Arnold with Quest in 2018 but were never approved by Council. This will be on the next Agenda for Council Approval at the March 12, 2019 Regular Council Meeting.
- D. The following documents were presented to Council:
- Approved Salary Structure 2016
 - Recommended Pay Grade & Salary Ranges – Quest
 - Salary Study Report – Quest
 - Salary Study – Staff
 - Salary Study Comparison Graph – Staff

Finance Officer Bowers presented on the Staff Salary Study and the Comparison Graph. Council discussion ensued regarding the proposed Staff Salary Study.

Council inquired of how the information for the Staff Salary Study was compiled. Staff advised that the information was an average compiled from multiple municipalities and utilities in the area.

Councilman Farris requested that the pay increases that were recommended by Councilwoman Haffner at a previous meeting, be looked at again at the next Council Meeting. Council discussion ensued regarding the fourteen (14) positions that were presented previously for increases.

Councilwoman Green requested discussion on the exempt and non-exempt status of the Administrative Assistants. Currently they are all non-exempt. The Planning Technician is currently an exempt position. Discussion ensued and staff was directed to have this topic on the next agenda.

Mayor Barley adjourned the meeting at 7:17 pm.

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FREEPORT CITY COUNCIL

Mayor

ATTEST

City Clerk

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